MY STAFF
REPORTING
QUICK REFERENCE
Click for PRINTABLE VERSION
Best printed Double-Sided

LEO Internet Address: https://leo.doa.louisiana.gov/

Menu Path: LEO > My Staff

Who can access My Staff?
Any employee who has been designated Chief of an Organizational Unit in LaGov HCM.

What employees can a Manager access?
A Manager <u>can</u> access all employees in the Org Unit they have been designated Chief of plus all employees in units that report to that Org unit in LaGov HCM.

A Manager will <u>not</u> be able to access those employees they supervise that are in Org units that do <u>not</u> report to the Org unit they manage or in Org units that are associated with a different Agency number. Those employees can be viewed under the *My Employee* tab.

My Staff > Reporting

Reports you find under this tab contain 'real time' data and can be viewed and printed as required. You may report on one or any combination of employees/Org units displayed in your list.

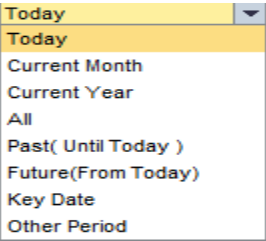**Below is the list of reports available and the timeframe for which they can be run.**

- **FI-Default Cost Dist** – retrieves employee's CURRENT pay period default costing values only (e.g., cost center, fund, funds ctr, etc.).

- **LS-Course Program Subscription** – retrieves employees with incomplete course programs and identifies which courses are completed and which courses are not completed within each course program.

- **LS-Transcript-Period = ALL** – retrieves ALL training related information for an employee. A separate report will display for each employee selected.

- **LS-Transcript-Period = PES Perf Yr** – run date between 7/1 to 8/31 retrieves training completed during prior FY. A run date between 9/1 to 6/30 retrieves training completed during current FY.   A separate report will display for each employee selected.

- **OM-Position Information** – retrieves CURRENT position information only. Must be run for an Org unit. Outputs any Special Entry or premium rates that exist, pay scale and job title tied to the position.

- **PA-Birthday List** – retrieves birth date related information.

- **PA-Disaster Essential EEs** – retrieves current telephone numbers for employees with the disaster essential indicator on their personnel record.

- **PA-Emergency Contact** – retrieves current names and phone numbers listed as an emergency contact for employee.

- **PA-Employee Bookings Rpt** – retrieves all course bookings, including participation requests and waitlist bookings. Report output lists bookings for web and instructor led training.

- **PA-Employee History** – select any date option *other than Today* to retrieve pay and position characteristic changes that were approved during that timeframe. See transfers in/out, separations, hires and rehires.

- **PA-Key Employee Dates** – retrieves critical date types and associated dates that impact Adjusted Service Date, Adjusted Leave Service Date, Next Merit Eligibility Date, or past due PPR.

- **PA-Last FY Performance Evaluation**– retrieves employee performance rating values for PREVIOUS FISCAL YEAR only.

- **PA-Phone Number** – retrieves current telephone numbers only. Recommend periodically printing for use during disaster-related office closures.

- **PA-Proj Retirement Dates** – retrieves all employees who may be eligible to retire within the next 5 years, have already retired, are currently in DROP, or working after completing DROP.

- **PA-Quals All EEs** – retrieves active qualifications only. This report outputs training completion information and any certifications and licenses the employee holds that were entered in LaGov HCM.

- **PA-Quals Expired/Expiring** – retrieves qualifications that have or will expire within the next **90** days. Example: Does employee need to retake ORM's Defensive Driving course soon or have a License or Certification that is about to expire?

- **TM-Abs and Att Detail** – retrieves all absence and attendance entries for the timeframe selected. To limit input to only certain type values, select that column and set a filter.

- **TM-ACA Eligibility Monitoring** – runs for today only and calculates the last 12 months the employee actively worked. Total ACA Hours returned includes all hours worked, applicable paid leave entries, LWOP for qualifying FMLA and Military leave as well as on-call hours. Total Weeks worked is then used to calculate the Weekly Average.

- **TM-CATS Workflow Audit** – retrieves leave and attendance entries created by employee in CATS for current and future pay periods.

- **TM-Detailed Time Statement** – retrieves current period information displayed in a timesheet format. Time entered in LEO will be displayed with to and from times and any comments.

- **TM-Leave Earning Rates** – retrieves employee's current leave earning rate and the date when the rate increases.

- **TM-Leave Information** – retrieves leave activity for the current pay period only. Check an employee's available leave balance for Annual, Sick, Comp leave or FMLA.

- **TM-LEO Workflow Audit** – retrieves leave and attendance entries created by employee in LEO with effective dates that are in period specified.
- **TM-Override Costing** – retrieves any hours from the prior pay period that were charged to costing values other than the employee's default. Remember default values are available by running FI-Default Cost Dist.
- **TM-Overtime Detail** – retrieves only employees with overtime earned or paid out during the requested time period. Will not include hours prior to 6/12/2004.
- **TM-Time Entry Audit** – retrieves time entered for any pay period that falls within the date range selected.
- **TM-Time Statement** – retrieves current period information displayed in a timesheet format. Time entered in LEO will be displayed with to and from times and any comments.

1) **Select the Report.**

2) **Select the Reporting Period.**

Today ▼
Today
Current Month
Current Year
All
Past(Until Today)
Future(From Today)
Key Date
Other Period

Note: Some reports may not run for all period selections.

3) **Select the Employee(s) Org Unit(s).**
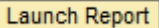
Select the ☐ box to the left of the employee(s) name or select ⊞ to select all.

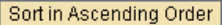**Note:** To prevent the report from timing out, select only one or two Org Units at a time.
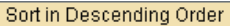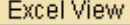
Display selection:

Direct Reports ▼
Direct Reports
All Employees
Direct Organizational Units
All Organizational Units
All Cost Centers

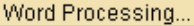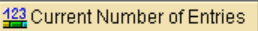- **Direct Reports Employees** – default value. Employees in the Organizational unit for which you are Chief, plus the Chiefs of all Org units that report to that Org. If no Chief is found, all employees are output.
- **All Employees** – all employees attached to the Org unit for which you are Chief, plus any units that report to that Org.
- **Direct Organizational Units** – only the Org unit(s) for which you are Chief.
- **All Organizational Units** – all Org units you manage. Basically, the Org unit(s) you are Chief of, plus any Org unit that reports to that one.
- **All Cost Centers –** all Cost Centers you manage.

4) **Click** ⌷Launch Report **to generate report.**

Note: The output may open in a new window. To maximize the window, click ▣ in the upper right hand corner.

Manipulating Report Output	
🔍 Details	**VIEW** all data for selected line, including data currently hidden.
🖨 🍸 Sort in Ascending Order Sort in Descending Order	**SORT** - Select the column to be sorted and then click ascending or descending icon.
🔽 📄 Set Filter	**FILTER** –Click to filter output based on values appearing in column selected.
Σ 📄 Total	Click to **TOTAL** selected column.
Σ⁄ 📄 Subtotals...	Click to **SUBTOTAL** on selected column.
🖨	Click to **PRINT** report.
📄 📄 Excel View Word Processing... Local File...	**EXPORT** report output. Choose local file or Word Processing button if you want to export to something other than Excel. Otherwise choose Spreadsheet or Excel view.

- To **hide a column**, right click on the column heading and select **Hide**.

- To **show a hidden column**, right click on the **report** and select **Show** from the drop down menu. Select the desired field to be displayed.

- To determine the **total number of results** in the report click 🔢 Current Number of Entries .

For more information on reports, take these web courses:

    LaGov Reporting – Basic

    LaGov Reporting – Advanced

Located on the My Training tab under Course Catalog.